

BYLAWS

of the

NORTHWEST FEDERAL EMPLOYEES'

ASSOCIATION

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1998 Northwest Federal Employees Association Manual

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ARTICLE I

MEMBERSHIP HONORS & DUES

- (1) Certificate of Merit. A Certificate of Merit may be awarded to any member upon retirement, resignation, or separation under honorable conditions, who has actively participated over a period of not less than five years in Associates' functions but whose service does not qualify for Special Honorary Life Membership as provided in Article I, Section (4) of the Constitution. A candidate for a Certificate of Merit shall be nominated and considered in the same manner as a candidate for Special Honorary Life Membership.
- (2) Special Membership Card. A Special Membership Card may be issued to any member of the Associates upon retirement, resignation or separation under honorable conditions provided, however, that they meet the other requirements specified under Article 1, Section (2), of the Constitution, and annual dues are paid in accordance with Section (3) of this Article. Membership granted under this Section does not entitle the member to hold office or vote.
- (3) Membership Dues. An annual membership card shall be issued upon payment of dues in the amount of \$5.00. For new employees who enter on duty on or after July 1, the dues for the remainder of the Associates' fiscal year ending January 31 shall be \$3.00.

ARTICLE II

OFFICERS

- (1) President. The President shall be the chief executive officer responsible for administering policies established by the Governing Body, shall execute legal documents authorized by the Governing Body, and shall preside at all meetings of the Governing Body and the general membership. With the approval of the Executive Committee he/she shall make the appointments, as provided in Article II, Section (3) of the Constitution. Any Program or Standing Committee who may be absent without justification from three consecutive meetings of the Governing Body may be replaced at the direction of the President. Any vacancy in office, unless otherwise provided, shall be filled by the President with the approval of a majority of the Governing Body.
- (2) Vice-president. The Vice-president shall serve in the event of the absence or disability of the President. He/She shall be responsible for maintaining liaison between the parent organization and the Chapters either by direct or delegated field representation, and shall promote a working relationship that will be of mutual benefit.
- (3) Secretary. The Secretary shall record accurate minutes of the proceedings of all meetings, maintain the official files and records of the Associates, and perform other functions usually assigned to such office. The Secretary shall serve as President in the event of the absence or disability of both the President and Vice-president.

- (4) Treasurer. The Treasurer shall be responsible for all funds received by her/him and for disbursement authorized by the Governing Body. He/She shall submit a financial report at each regular monthly meeting and on any other occasion requested by the President. The Treasurer, other officers authorized to sign checks and the Assistant Treasurer, shall be bonded in a sum, as determined appropriate by the Governing Body, during their terms of Office, and the fee for such bonds shall be paid from the funds of the Associates. The Treasurer shall serve as President in the event of the absence or disability of the President, Vice-president, and Secretary.

ARTICLE III

GOVERNING BODY

The Governing Body, as defined in the Constitution, Article II, Section (4), shall have complete and final authority to conduct the business of the Associates within the limitations of the Constitution and these Bylaws. All appropriations of funds shall be authorized by the Governing body except that the Executive Committee may allow for emergency appropriations of funds in an amount not to exceed \$100. See Article IV, Section (1) of these Bylaws. At no time shall the Governing Body authorize or otherwise incur obligations in excess of the available assets of the organization. . The Governing Body shall cause the books of the Treasurer to be audited annually at the end of the Associates fiscal year.

Any Governor absent without justification from three consecutive meetings of the Governing Body may be replaced through a special election by the members represented when directed from the President.

ARTICLE IV

STANDING COMMITTEES

- (1) Executive Committee. The President, Vice-president, Secretary, Treasurer, and Immediate Past President shall compose the Executive Committee which is fully authorized, when called into session by the President or any officer acting as President or by a majority of the members of the Executive Committee, to take emergency action including the appropriation of funds not in excess of \$100 on any matter when it would not be feasible to call a special meeting of the Governing Body, or to take any other authorized action. Any such action shall be reported at the next meeting of the Governing Body. The act of the majority of the Executive Committee shall be the act of the Committee.
- (2) Treasurer's Assistance Committee. The President, with the advice of the Treasurer, shall appoint an Assistant Treasurer to help with the workload of the Treasurer. The Assistant Treasurer will be authorized to be a signatory on Associates checks and will have such duties as shall be agreed to with the Treasurer.

- (3) The Board of Review for Awards shall be appointed annually by the President and shall include a past president of the Associates, a current officer, and a representative of each member agency. The Board of Review may use any resources, witnesses, and methods of investigation it may choose to consider the merits of the qualifications submitted, and shall present its recommendations to the President within sixty (60) days following its receipt of a nomination. The Governing Body shall thereupon vote on the recommendations of the Board of Review.
- (4) Advisory Committee. The Past Presidents of the Associates shall make up an advisory committee to be available to counsel and advise the existing Executive Committee as needed. The Immediate Past President shall serve as the liaison between this advisory committee and the Executive Committee.
- (5) Membership Committee. The Membership Chairperson shall direct all membership enrollment activities including the allocation and distribution of membership cards and application forms to the Governors, Chapter Membership Chairperson, and others whom he/she may designate. He/She shall support this distribution by membership publicity in Watts News and on bulletin boards to inform all employees concerning the Northwest Federal Employees' Association and shall strive for full coverage of the field. He/She shall render a careful accounting of all dues received and shall keep a membership roster for the year. He/She shall furnish the Caring and Sharing Program Chairperson with a copy of such membership roster as soon as possible.

Governors shall return their membership rosters to the Membership Chairperson to be filed and retained until the audit for the year is finished. The Membership Chairperson shall be the custodian of the Life Membership rolls. He/She shall serve as a member ex officio of the Reapportionment Committee. See Article 3, Section (2), paragraph (a), of the Associates' Constitution.

ARTICLE V

MAJOR PROGRAMS

The major programs of the Associates shall be classified:

- Caring and Sharing
- Community Outreach and Charitable Organization (promoted through the Associates Foundation)
- Concessions and Sales
- Member Services
- Publication of Associates' Paper
- Publicity and Public Relations
- Purchasing
- Social
- Sports

In addition to the major programs, the President shall appoint Chairpersons to the Standing Committees:

Board of Review for Award Certificates
Membership

The President also appoints Representatives for:

Charitable Drives
Scholarship Funds
Historian
Legal Advisor
Parliamentarian
Medical Equipment Custodian

The President with approval of the Executive Committee shall appoint the Chairperson for the respective Program and Standing Committees and the Representatives as provided in Article II of the Constitution as soon as possible after his/her election, and shall announce his/his appointments at the annual meeting which shall be held in January. Each Program Chairperson and Standing Committee Chairperson shall be responsible directly to the President, shall automatically become a member of the Governing Body, shall attend meetings as set out in Article II, Section (1) of these Bylaws, and shall be entitled to vote in accordance with Article II, Section (4) of the Constitution provided, however, in the event any such Chairperson may also be an elected Governor he/she shall be entitled to one vote only.

Each Chairperson and Representative appointed for the respective activities listed in this Article V shall be responsible for the planning and execution of that particular phase of the organization's comprehensive program which shall be assigned to him/her, and he/she may with the concurrence of the President select such other members as he/she may consider necessary to assist him/her in carrying out his/her specific responsibility. As soon as possible after his/her appointment each Chairperson shall prepare in duplicate a budget for his/her program based on prospective revenues and expenditures of the ensuing year, forwarding one copy to the Chairperson of the Budget and Management Committee and the other to the President.

As a part of the regular order of business at Governing Body meetings, the President shall call for reports by the Chairpersons concerning the current status of their respective programs. Written reports should be prepared and submitted to the Secretary for incorporation in the regular meeting minutes. At the close of the Associates' fiscal year, each Chairperson shall submit to the President a written report concerning his/her particular activity together with any recommendations for improvement of the program.

Policies and Procedures issued by the Governing Body as a separate document describe in detail the specific duties of the respective Chairpersons and Representatives.

ARTICLE VI

SPECIAL COMMITTEES

The President shall appoint Special Committees as required by Article III of the Constitution and other advisors that he/she may consider necessary. The Chairperson and Representatives of such Special Committees and other advisors shall not be entitled to vote unless otherwise qualified.

ARTICLE VII

PARLIAMENTARY PROCEDURE

The rules contained in *Robert's Rules of Order* shall govern in all cases where applicable and consistent with the Constitution and Bylaws of the Associates.

ARTICLE VIII

ORDER OF BUSINESS

The following outline is the regular order of business at the meetings of the Governing Body, except that such routine may be suspended or altered on special occasions by the majority vote of the Governing Body or at the discretion of the President:

- 1. Call to Order**
- 2. Reading of Minutes**
- 3. Treasurer's Report**
- 4. Introduction of Guests**
- 5. Program Committee Reports**
- 6. Other Committee Reports**
- 7. Unfinished Business**
- 8. New Business**
- 9. Recognition/Award**
- 10. General Welfare**
- 11. Adjournment**

ARTICLE IX

MEMBERS WELCOME AT GOVERNING BODY MEETINGS

It shall be the policy of the Governing Body to encourage the general membership to attend the regular monthly meetings for the purpose of becoming better acquainted with the scope of the Associates' activities.

ARTICLE X

QUORUM

Those members present at any annual or special meeting of members constitutes a quorum.

The members of the Governing Body in attendance constitute a quorum for meetings of that body except when Amendments are to be voted upon as described in Article XV below. When Amendments are to be voted upon, 51 percent of the Governing Body is required for a quorum. A majority of the members of the Executive Committee constitutes a quorum of that Committee.

A majority of votes entitled to be cast by the members present or represented by proxy at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members. The act of the majority of the Governing Body present at a meeting at which a quorum is present shall be the act of the Governing Body. All regular motions before the Governing Body shall be passed by a majority vote of those in attendance at a duly scheduled regular, or duly called special, meeting of the Governing Body in attendance.

ARTICLE XI

VACANCIES

Any vacancy occurring in any of the positions constituting the Governing Body as provided for under Article II, Section (4) of the Constitution shall be filled by the President with the approval of the Governing Body for the expiration of the term of his/her predecessor.

ARTICLE XII

MEETINGS

The annual meeting of the members shall be held in January of each year, and any new officers shall be presented and inducted at that time. Special meeting of the members may be called by the Executive Committee or by the Governing Body. Notice stating the place, day, and hour of the meeting of the members and, in case of a special meeting, the purpose(s) for which the meeting is called, shall be delivered not less than 7 days nor more than 50 days before the date of the meeting at the direction of the person(s) calling the meeting.

Regular meetings of the Governing Body shall be held once each month at a date and time to be selected by agreement of the majority of the Governing Body. Special meetings of the Governing Body may be called by the President or the Executive Committee.

ARTICLE XIII

REMOVAL

A person elected or appointed to one of the positions under the Bylaws or Policies and Procedures may be removed by the persons authorized to elect or appoint such person to this position whenever in their judgment the best interests of the Associates will be served thereby, except any Program Chairman or Governor may be removed for being absent from meetings of the Governing Body as otherwise provided under these Bylaws.

ARTICLE XIV

POLICIES AND PROCEDURES

Polices and Procedures which shall establish guidelines for conducting the various activities of the Associates shall be set up by a majority vote of the Governing Body.

ARTICLE XV

AMENDMENTS

These Bylaws and the Policies and Procedures may be amended by a majority vote of the Governing Body present and constituting a quorum at any regular or special meeting called for that specific purpose. A quorum for a meeting in which a vote is anticipated on a Bylaws or Policies and Procedures change shall require that 51 percent of the Governing Body be present. Proposals to amend the Bylaws and Policies and Procedures shall be read at a regular or special meeting of the Governing Body, and voting on such proposals shall take place no less than 15 days following the announcement of the proposed amendments. Notice of such a meeting called for voting purposes shall include the proposed amendments.

ARTICLE XVI

INTERPRETATION

All questions concerning the interpretation of the Constitution and these Bylaws shall be resolved by the Executive Committee.

(end)